

PERSONNEL

**DD/S ADMINISTRATIVE
INSTRUCTION No. 65-**

REORGANIZATION OF THE SUPPORT CAREER BOARD

1. Background

It has been almost a year since membership of the Support Career Board was changed to more adequately reflect the composition of the Support Career Service. Experience with the present career management structure indicates that a further change would provide an even better mechanism for ensuring that assignments, career planning and promotion consideration are accomplished in an effective manner.

2. Support Career Board

The Support Career Board is hereby reconstituted. Henceforth, membership will be as follows:

- Chairman** - A representative of the immediate Office of the Deputy Director for Support
- Members** - The Director or Deputy Director of each of the Offices in the Support Directorate.

3. Support Action Panel

In order that the Support Career Board may have the advice and counsel of senior Administrative Officers knowledgeable of position requirements and of qualifications of personnel, there is hereby established a Support Action Panel constituted as follows:

- Chairman** - A representative of the immediate Office of the Deputy Director for Support.
- Members** - Six senior Support Officers, one each from the Area Divisions of the Clandestine Services.
- Additional Members** - In addition, whenever actions affecting the DD/I, DD/S&T, or the Office of Communications are under consideration, the Panel membership will be increased by a designated representative from those Offices.

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4. Responsibilities

a. The Support Action Panel will:

- (1) Review on a continuing basis requirements for Support Officers as compared with availability of such Officers and make recommendations regarding assignments to the Support Career Board.**
- (2) Perform an annual competitive evaluation of all Support personnel in grades GS-14 and below. The purposes of these evaluations are to rank personnel for promotion and for potential and to make appropriate recommendations to the Support Career Board.**
- (3) Review and make recommendations on requests for extension of tours and for second tours, requests for transfer to the Support Career Service, conversion to Career Employee status and such other action matters which are assigned by the Support Career Board.**

Panel members will not participate in any proceedings which involve contemplated actions concerning them as individuals.

b. The Support Career Board will:

- (1) Consider and make recommendations to the Deputy Director for Support on policy and major procedural matters as they may affect the Support Career Service.**
- (2) Perform a competitive evaluation of all Support personnel in grade GS-15, review the evaluations on Support personnel in grades GS-14 and below prepared by the Support Action Panel and make appropriate recommendations to the Deputy Director for Support**
- (3) Review and make recommendations to the Deputy Director for Support regarding the nominees of the several Support Services for Senior Schools.**
- (4) Perform other functions as directed by the Head of the Support Career Service.**

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5. Procedures

- a. **The Support Action Panel will meet at the call of the Chairman. Recommendations will be formalized in the form of minutes.**
- b. **The minutes will be forwarded to each member of the Support Career Board for concurrence or comment. Board members may offer any comments or suggestions deemed appropriate and may request that the Board be formally convened to consider any Panel recommendations.**
- c. **If no comments or suggestions are received within two working days, the Panel recommendations will be endorsed by the Chairman, Support Career Board, and will be forwarded to the Deputy Director for Support for action.**
- d. **Formal Board meetings will be convened for review of competitive evaluations of personnel in grades GS-14 and below, for preparation of rankings for personnel at grade GS-15, and for review of nominees for Senior Schools.**

FOR THE DEPUTY DIRECTOR FOR SUPPORT:


EXECUTIVE OFFICER

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